



## Department of Corrections & Rehabilitation

### EXEMPT POSITION ANNOUNCEMENT

JC-44562 – Associate Director, Mental Health, Division of Juvenile Justice

Final Filing Date: 01/24/2017

#### EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

#### POSITION DETAILS

Job Control #: JC-44562  
Position #(s): 110-193-7021-001  
Classification: Associate Director, Mental Health, Division of Juvenile Justice  
Salary Range: \$11,492.00 - \$12,804.00\*

*\*Please Note: The actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.*

# of Positions: 1  
Work Location: Sacramento County  
Job Type: Exempt Executive Assignment - Non Tenured, Full Time

## DEPARTMENT INFORMATION

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

*Vision: With our partners, we protect the public from crime and victimization.*

*Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*

Department Website: <http://www.cdcr.ca.gov>

## JOB DESCRIPTION AND DUTIES

Under the administrative direction of the Deputy Director, Facilities Operations and Programs, Division of Juvenile Justice (DJJ), the Associate Director, Mental Health has direct management and oversight of the Mental Health section, the Integrated Behavior Treatment Model (IBTM), and Training section of DJJ. The incumbent provides leadership in the development, training, and quality assurance monitoring of all treatment services and programs to ensure the delivery of mental health treatment and intervention services to youth committed to the DJJ residential facilities.

Responsibilities include the following:

- Direct supervision of the Chief Psychologist and the Program Administrator of the IBTM, and provides consultation and coaching in mental health and/or treatment related matters and Integrated Behavior Treatment Model IBTM principals; maintain on-going collaboration with and provide consultation to DJJ administrators/managers to ensure the delivery and monitoring of mental health treatment services and intervention services to incarcerated youth; foster open communication with internal and external stakeholders including national experts in the current and on-going development and implementation of evidenced-based treatment and/or practices.
- Review referrals for acceptance/rejection from counties regarding youth identified with mental health disorders/history to assess and ensure the ability to participate in and/or benefit from services provided by DJJ; and may be required to testify in court regarding DJJ's mental health or sexual behavior treatment programs.
- Establish mechanisms for the identification and development of treatment and program needs for residential mental health units and core programs, consistent with the IBTM principles; direct the development of quality assurance monitoring for both Mental Health and IBTM section; in collaboration with the Medical Officer, coordinate psychiatric services for mental health youth who may require psychiatric medication; identify and implement systems to monitor the development and implementation of mental health and treatment policies/procedures with associated automation requirements; identify training needs and ensure staff receive and complete training.

- Fiscal responsibility of the Mental Health and IBTM section budget and procurement of contract services; may be required to be present at budget reviews and population projection meetings; and prepare projected spending reports; oversight of contract requirements as well as all personnel matters within DJJ headquarters and facilities mental health and IBTM sections.
- Statewide responsibility of the mental health, IBTM program; serves as a member of the executive staff; and will require extensive travel to DJJ's facilities with the primary work location at DJJ's headquarters in Elk Grove.

## **APPLICATION INSTRUCTIONS**

Final Filing Date: 01/24/2017

### **Who May Apply**

This is a non-testing Classification, therefore, anyone meeting the Minimum Qualifications listed on the Classification Specification may apply for this position. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable Laws and Rules. Please note on your application your current participation in these programs. Individuals who are eligible to be appointed to this Exempt Position by the State of California.

Applications will be screened and only the most qualified applicants will be selected for an interview.

### **How to Apply**

#### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Corrections & Rehabilitation  
Attn: Grace Ruiz  
Executive Appointments Unit  
P.O. Box 942883  
Sacramento, CA 94283

#### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Grace Ruiz  
Executive Appointments Unit  
1515 S Street, Room 101-North  
Sacramento, CA 95811

Please place applications in the Office of Workforce Planning application  
"Drop Box" in the lobby.  
08:00 AM - 05:00 PM

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

### **Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Supplemental Application - Qualified candidates must complete and file an on-line appointment application through the Office of the Governor's website. Applications may be obtained at: [https://www.gov.ca.gov/m\\_appointments.php](https://www.gov.ca.gov/m_appointments.php)  
**Please Note:** When completing the on-line Governor's appointment application, in section 3 "Position Sought" select the following position title: *Corrections & Rehab, Assoc Dir Mental Hlth Juvenile Justice* from the drop down menu.
- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

### **DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- A Master's degree in Management or in a health related field.
- Knowledge of Juvenile correctional organizations, State government, and the issues currently faced by DJJ and the California Department of Corrections and Rehabilitation.
- Extensive experience and knowledge of evidence based treatment for youth in a Juvenile correctional setting.
- Extensive experience managing a large multi-disciplinary, geographically diverse workforce.
- Extensive knowledge of and experience in interfacing multi-faceted programs.
- Extensive experience in public administration, personnel management, and leadership.
- Extensive experience in budgetary and fiscal operations.
- Experience in analyzing and resolving program issues or problems.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.

### **ADDITIONAL QUALIFICATIONS**

Must be able to communicate ideas logically and clearly, both orally and in writing, and must be a leader and motivator, using tact and persuasiveness in achieving results. Also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan organize and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing in and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Knowledge of federal, state, and local laws and regulations, and experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission and successfully managing associated transitions in the workplace with minimal disruptions; and manage operations within budget and methods to increase/adjust appropriately, understand, manage and communicate financial information.
- Ability to perform high level administrative and major policy-influencing functions effectively, including knowledge of the regulation/statute application/promulgation process, and work/develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, court monitors, community leaders, advocate groups and religious organizations.

## **BENEFITS**

The State of California benefits package may include:

- Retirement contributions into the California Public Employees' Retirement System
- Medical, Dental, and Vision insurance
- Life Insurance: Basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential, and excluded employees
- Voluntary enrollment into a deferred compensation program. Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan
- Vacation and sick, or annual leave
- Professional Development Days (2 days per fiscal year)
- 11 holidays plus one personal holiday per year

## **CONTACT INFORMATION**

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.cdcr.ca.gov/>

**Human Resources Contact:**

Grace Ruiz  
(916) 324-6370  
[Grace.Ruiz@cdcr.ca.gov](mailto:Grace.Ruiz@cdcr.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

CDCR EEO OFFICE  
(916) 255-1301  
[Personnel-HelpDesk@cdcr.ca.gov](mailto:Personnel-HelpDesk@cdcr.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes. Candidates with the most desirable qualifications may be invited for interviews. Interviews will be held in Sacramento, California. The Associate Director, Mental Health, DJJ serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

## **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, moving, and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the California Department of Human Resources.